



September 23, 2011

JOB OPPORTUNITY

If you are seeking a challenging position, we have the ideal job for you.

CLASSIFICATION: LIBRARY PROGRAMS CONSULTANT

TENURE/TIME BASE: PERMANENT FULL TIME

BUREAU: LIBRARY DEVELOPMENT SERVICES

MONTHLY SALARY: Library Programs Consultant \$5724 - \$6954
(salary will be adjusted accordingly to comply with the Personal Leave Program 2010)

SUMMARY: Under the direction of the Bureau Chief of Library Development Services (LDS), the incumbent is part of a team of consultants that provides advice and consultative services to libraries throughout the State. The main function is the development and coordination of statewide library programs. This work involves recommendations for funding, monitoring grants, review of program results, and developing new programs. There is also a constant need to review, analyze, and interpret applicable State and Federal regulations and conduct studies and do research regarding the planning, evaluation, and administration of new programs.

DUTIES:

- Provides consultative assistance to libraries and library cooperatives and consortia on all aspects of library management and service, including, but not limited to, planning, organization, finance, state and federal law, building, adult and children's services, literacy, and technology.
- Analyzes and evaluates current planning, management, and program methodologies in public libraries.
- Identifies future trends, and opportunities that affect public libraries.
- Assists public libraries in organizing the community and local officials to implement planning techniques and methods in the management of libraries.
- Designs programs and training events to strengthen public libraries' abilities to make library services more responsive to their communities and to more effectively use local and state resources in support of those services.
- Assists library management in development of statewide and local programs to accomplish these improvements and to help make the most effective use of staff and financial resources
- Develops, implements, and monitors statewide library grant programs, including the nature and scope of the program, application parameters, personnel requirements, evaluation methodology, and budget.

- Monitors and provides the lead for statewide programs funded at both the federal and state level.
- Develops, reviews, and interprets applicable statutes and regulations for these programs.
- Evaluates and monitors federal and state grant projects awarded to local libraries.
- Makes on-site visits when required. Reviews and approves all required reports.
- Plans, designs, and implements programs and activities that support the mission of the State Library.
- Serves as State Library liaison to local, regional, and state-level systems and organizations of different types of libraries and allied information providers.
- Makes presentations to library and public bodies on State Library services and programs.
- Performs special assignments as defined by the Bureau Chief and State Librarian.

DESIRABLE QUALIFICATIONS:

- Communicate thoughts clearly, orally, and in writing
- Learn program content and apply knowledge to job assignments
- Evaluate problems and follow through to workable solutions
- Exhibit a positive and friendly service approach when dealing with customers
- Work on multiple projects simultaneously and be flexible
- Work at a varying level of complexity of duties
- Work in high-performance, stress environment
- Work effectively as a member of a team

KNOWLEDGE AND EXPERIENCE:

Knowledge of:

- The State Library's mission, goals, policies and programs
- Economic and social trends and how they relate to library services and programs
- Modern library methods, trends, and terminology
- Library service patterns and library subject specialties
- Community organizations, public relations channels, and survey techniques
- Grant administration practices
- Computer equipment and applications necessary to accomplish work assignments
- Principles and practices of professional library work

Ability to:

- Evaluate situations accurately and take effective action
- Work cooperatively with library co-workers, management, and external clientele
- Develop and implement long range goals and objectives in a productive and efficient manner
- Work independently and under pressure in response to changing needs
- Manifest a service-oriented attitude, commitment to problem solving and willingness to improve procedures
- Provide skilled leadership in assigned program areas

APPLICATION PROCESS:

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library, Human Resources Services, P.O. Box 942837, Sacramento, CA 94237-0001. Applications may also be delivered in person to the HRSO reception desk, Library & Courts Building II, 900 N Street, Suite 400. **All applicants must clearly indicate the basis for their eligibility in “Examination(s) or Job Title(s) for which you are applying” on the standard application form (STD 678). Applications will be accepted until filled. ALL APPOINTMENTS ARE SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY.** Applications will be screened and only the most qualified candidates will be interviewed. Any pending offer of employment that is not an intradepartmental lateral transfer or promotion will be subject to receiving hiring freeze exemption approval.

EQUAL OPPORTUNITY EMPLOYER